

## **Self-Study Programs: Standards for Accreditation**

A Self-Study program is considered to be any organized program of study not personally monitored or administrated by the provider of the program.

1. Only completely designed and finished programs will be considered for accreditation. Applications must be made by the provider at least 60 days in advance of the initial availability of the course. Applications from attorneys and applications from providers later than 60 days before the course will not be accepted.
2. When submitting a self-study activity for approval, a provider must provide information regarding the method of instruction, subject matter, and topical outline, as well as the object of the program.
3. The provider must indicate the actual length of the program and also request a specific number of credit hours for accreditation of the activity. The basis of the request should also be explained.
4. The provider must have independent means of identifying the attorney engaged in the activity. The attorney's affidavit to the provider is not sufficient for this purpose.
5. The provider must have independent means of verifying the length of time the attorney was engaged in the activity as well as the number of credit hours earned by the attorney. The attorney's affidavit to the provider is not sufficient for this purpose. Independent means of verification might include a test graded by the provider or electronic tracking systems such as a PIN number or online sign-in.
6. The provider's methods of attendee identification and verification should be explained to the Commission in advance and any changes must be approved by the Commission. Attendance information should be maintained and submitted in accordance with Rule 5(B).
7. If the program is a recording of a live presentation, the original live presentation must have taken place no more than two years before the date of the self-study program presentation, consistent with CLE Rule 7(C)(3)(e). The normal approval range of one year may be shortened so as not to exceed this limit.
8. The provider must make the activity available to audit by one or more representatives of the Commission, free of charge or credit award, if requested by the Commission. This includes free license of software. If the provider wishes to have materials or software returned after examination, the provider must arrange and pay for shipping of those materials.
9. Application must be made on Form 11 with all attachments. The \$25.00 application fee, payable to "Commission on Continuing Legal Education," covers all presentations of the same program within one year. The Commission may request any information in addition to that required by Form 11.

## **Self-Study Programs: Policy and Definitions**

(mention on this list does not necessarily indicate an acceptable form of self-study CLE)

**Telephone Seminar or Audio Broadcast:** A program delivered to the attendee, live or recorded, over the telephone, or by other means providing only an audio connection. The American Bar Association refers to telephone seminars as "teleconferences". Please refer to the policy below.

**Video Teleconference:** Not to be confused with satellite seminars, video teleconferences require a telephone or other audio connection with a video component. This would also include desktop computer conferencing with a video component. Because the setting is limited to a setting with video conference equipment, this type of program is not subject to the restrictions imposed on teleconference programs.

**Online Seminars:** Any type of seminar offered over a computer network connection, such as the internet, including live in a chat room, through an interactive website, or using streaming video or private networks.

**Computer-based Program:** Self-contained software program developed by the program provider and licensed for use by the attendee through installation onto the attendee's personal computer.

**Video or Videotape:** May be delivered over a television network or through a videotape provided to the participant by the provider. Self-study videotape is used without direct participation by the provider, but must include an additional component to monitor attendance, such as a written test graded by the provider, or a computer-based program used in conjunction with the video component.

**Printed Materials Only** are not accepted for self-study at this time.

The Commission has concerns that telephone seminars and audio-only broadcasts may not be an effective means of education due to the lack of a graphical component as well as the provider's inability to regulate the physical setting of activity and to monitor the actual participation of the attendee. As a result, this will be an area of education subject to ongoing review by the Commission. Attorneys may be requested by the Commission to complete a survey providing feedback regarding their participation in such programs. Many providers advertise the convenience of telephone seminars by mentioning that an attorney may participate from a cellular or car phone; however, the Commission is opposed to sanctioning cellular phone use while driving, for safety reasons. Attorneys seeking credit for attending a telephone seminar will be required to participate in a setting conducive to learning and may not receive credit for participation while operating a motor vehicle. Credits for telephone seminars and other activities with an audio-only component are limited to one-half of the self-study limit imposed by CLE Rule 7(E)(3), or 6 credits per reporting period for attorneys with a 24-credit requirement.



**Commission on  
Continuing  
Legal  
Education  
of the Supreme Court of Delaware**

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**Form 11**

**Accreditation of a Program of  
Self-Study**

to be completed and submitted by a provider  
seeking accreditation of a self-study program pursuant to Rule 7(E)

1. Name of Provider: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_  
Name of Representative: \_\_\_\_\_  
E-mail address (for questions): \_\_\_\_\_

2. Title of program for which approval is sought: \_\_\_\_\_  
\_\_\_\_\_

3. Method of instruction: \_\_\_\_\_  
(refer to list of definitions or attach more detailed description if necessary)

**Attach:**

4. Written synopsis or outline of program.
  5. Description of subject matter, including written materials or software, if distributed. If no written materials are provided, please explain reason.
  6. Description of means of identification of individual engaged in activity.
  7. Description of means of verification of hours attended and credits earned by attendee.
  8. Sample of method of evaluation by participants at completion of program, or, if unavailable, a description.
  9. Login information for one or more members of the Commission to audit this program.
10. How and when can the program be obtained? \_\_\_\_\_
11. What is the actual length of the program? \_\_\_\_\_
12. If the program includes a recorded video presentation, on what date was the video produced? \_\_\_\_\_  
(Credit allowed for only two years after the program.)
13. **Total** number of credit hours requested for completion of entire activity: \_\_\_\_\_  
a) Number of **Enhanced Ethics** credit hours requested for completion of entire activity: \_\_\_\_\_  
(Credits are based upon a 60-minute hour. Attach more detailed description explaining how credits are awarded, if necessary)
14. List any other MCLE states which have approved credit for this program. \_\_\_\_\_

*I agree to inform the Commission of any changes to the program immediately, and understand that such changes may affect the award of credit previously granted by the Commission or that a new application may be required. I also agree to abide by all provisions of Rule 5(B) and Rule 6, as applicable.*

DATE: \_\_\_\_\_ (Type or print name) \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Title: \_\_\_\_\_

## **Examples**

The following are examples of answers to items number 6 and 7 on Form 11. Use of these examples does not ensure credit, nor are acceptable responses to items number 6 and 7 limited to these examples. Please contact the Commission with further questions.

### **6. Attach a description of means of identification of individual engaged in activity.**

#### **Examples:**

- The sponsor requires unique personal information from the registrant, which is incorporated into software requiring confirmation of that information in order to begin participation
- Online participation uses a "cookie" or login procedure which matches the participant's unique e-mail address

### **7. Attach a description of means of verification of hours attended and credits earned by attendee.**

#### **Examples:**

- Timer component built into software, with a chart relating length of use to distribution of credit
- Videotape of predetermined length with test requiring a minimum grade for credit
- Online course consisting of frames with credit based upon percentage of completion